Each physician and the Authorized Representative must have their own accounts to set up this process.

Please go to www.breeze.ca.gov. On the right hand side under "For Applicants and Licensees" you can log into an existing account or if the physician already has a BreEZe account, log into that account. (If you do not have a BreEZe account, please complete the "New Users, BreEZe Registration".)

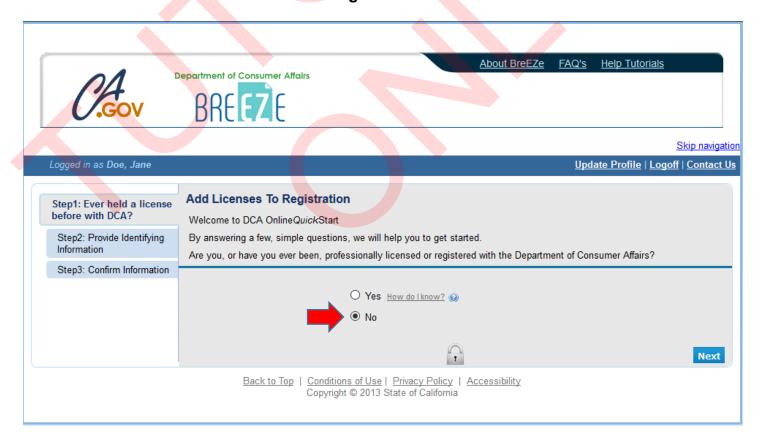
An Authorized Representative (i.e., Secretaries, Office Assistants, or anyone else who may help the licensee in their daily business activities) can perform the following functions for the physician:

Make Payments
Apply for Renewals
Maintain License Information

In order for the Authorized Representative to be added to your account, the person you want to add as an Authorized Representative must also be registered with BreEZe and the physician must know the Authorized Representative's User ID.

AUTHORIZED REPRESENTATIVE:

When an Authorized Representative creates their own account, the Authorized Representative will click the "No" box on the **Add Licenses to Registration** screen.

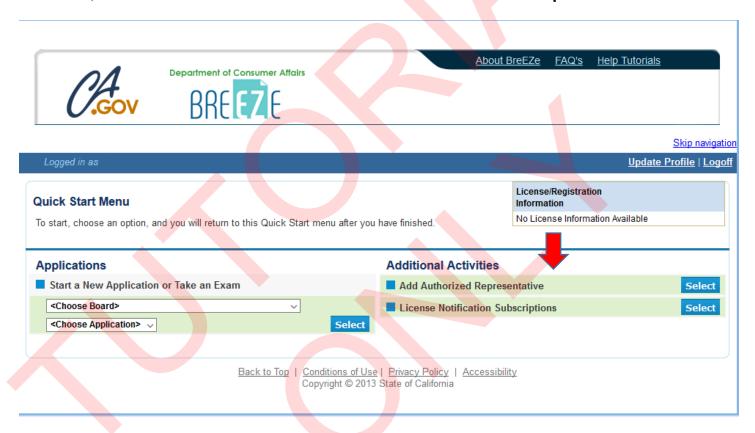


On the **Add Licenses to Registration – Validation** screen, the Authorized Representative must enter his or her information, type the Security Measures letters, then click the "Next" button.

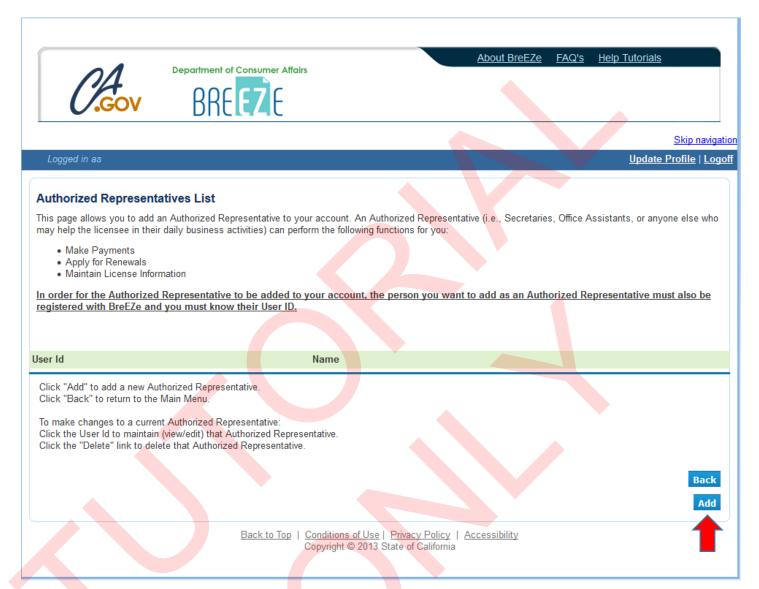
PLEASE NOTE: Please click the "Refresh" button as many times as necessary until you can read the letters. Once you type the letters, click the "Next" button then <u>WAIT</u>! The system is looking to make sure you do not have a license with the Department of Consumer Affairs.

PHYSICIAN'S ACCOUNT:

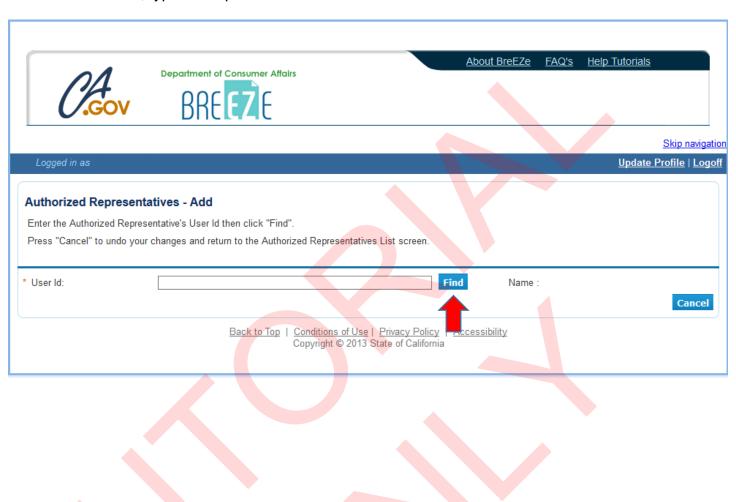
From the physician's Quick Start Menu, look to the right hand side of the screen, under **Additional Activities**, and choose the blue "Select" button next to **Add Authorized Representative**:



Click the "Add" button to add the representative:

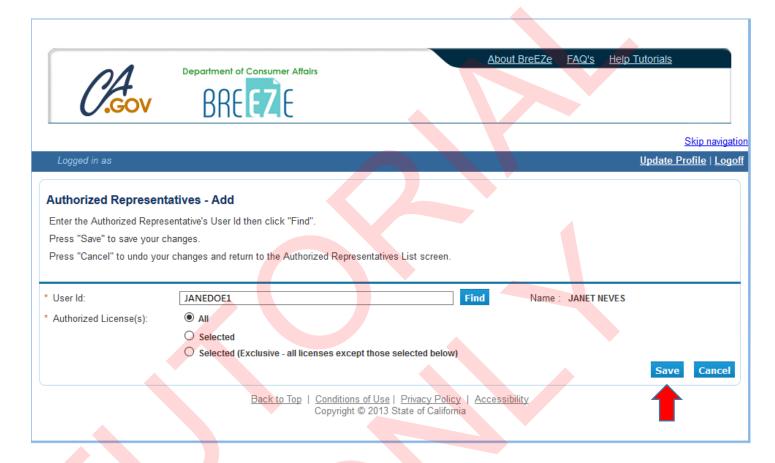


In the **User Id** field, type the representative's BreEZe user ID then click the "Find" button:

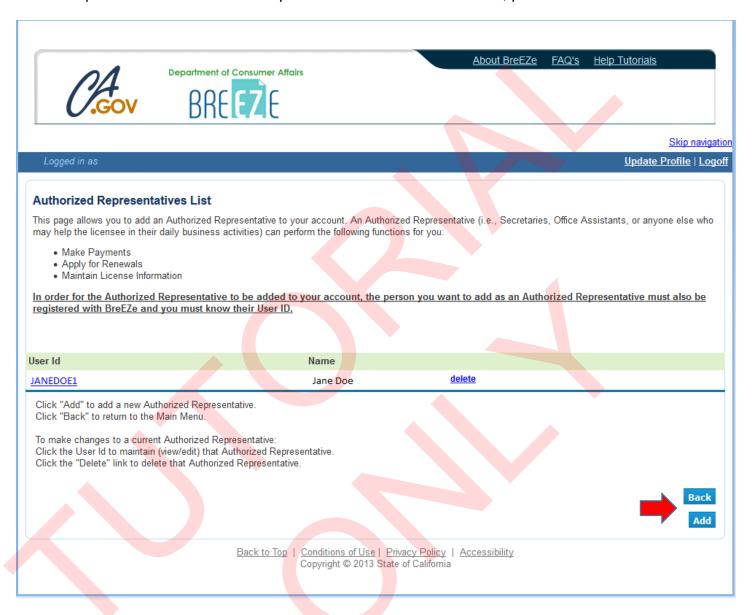


On the next screen, if the physician has multiple licenses, (i.e., Physician's and Surgeons and Dental), select the option of which licenses the Authorized Representative will have access to. Default access is "All".

Click the "Save" button:



If the physician has more Authorized Representatives to add, click the "Add" button and repeat the above steps. When all Authorized Representatives have been added, please click the "Back" button:



AUTHORIZED REPRESENTATIVE:

Next, have the Authorized Representative log in to his or her account and verify that he or she has access to the physician's data:

